

**ARIZONA DEPARTMENT OF EDUCATION**

*Lisa Graham Keegan*  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 99-017**

**TO:** Superintendents, Principals, and Attendance Officials  
**FROM:** Ingrid Rope  
**DATE:** October 15, 1998  
**SUBJECT:** October Enrollment Edit/Update Report

Enclosed is the Update Report (Roll 50-2) and/or Edit Report (Roll 50-1) for the October 1 Enrollment.

**Please review the enclosed reports for accuracy. Make sure each school within your district is included. Once you have verified that all information is correct, sign and return the enclosed sign-off sheet.**

The Roll 50-1 is the error report. It will show rejects that will need to be resubmitted.

**Remember:**

- If a record rejects that means it did not add and there is not any information on file. When submitting a correction for the record that has rejected the transaction type will be [A] for add.
- If the record has been added and you find an error, the transaction type will be a [R] for replace. If your district used the DELREP program the transaction type will be [C] for change.
- If a record has been added erroneously and should not be there the transaction type will be [D] for delete.

**\*\*If you have received an error report printout that has "corrected @ ADE" do not resubmit the correction as we have already submitted a correction for your district. Processing time for paper corrections may take up to three weeks after which time you will receive a new printout.\*\***

If you have any questions regarding the report please call Ingrid Rope at (602) 542-3303; Charter Schools contact Tom Lowe at (602) 542-8244.

**The Update Report is to be used as the Final Report unless there are changes.**